


#11

C.F. 313925

**City of Seattle
Notice of Appointment**

Name: Douglas William Hamilton		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: Seattle, WA	98102	Contact Phone No.: N/A
Appointed to: LGBT		Date of Appointment:
Authority (Ord., Res.): 118392		Term of Office: From: Confirmation To: 4/30/16
Background: Doug Hamilton is a board member of Seattle Metropolitan Elections Committee (SEAMEC) and serves on the working committee for Safe Schools Coalition. He works as Operations Director at Equal Rights Washington (ERW), where he is a data and communications specialist who spearheads special projects. He graduated from Northern Arizona University with a Bachelor's degree in English, and an Art Minor. He studied graphic design, typography and advertising concepts at Seattle's School of Visual Concepts. Doug started at ERW as an intern pursuing a Certificate as a Microsoft Office Technician. Prior to working at ERW, he was Production Manager for the European Weekly.		
Authorizing Signature: 		Name and Title of Officer Making Appointment: Councilmember Bruce Harrell

SOFTWARE SKILLS

Salsa	Convio	MS Office	Wordpress	InDesign
Photoshop	PayPat Manager	HTML	MS Publisher	Quickbooks
Constant Contact	Illustrator	Dreamweaver		

OFFICE SKILLS

Data Entry (10 key)	Google Accounts	Inventory	Type 60 wpm	Payroll
Volunteer Management	Internet Research	Scheduling	Multi-Line Phone	Requisition

COMMUNICATIONS SKILLS

Seminar Presentation	Donor Relations	Social Media	Copy Writing	Training
----------------------	-----------------	--------------	--------------	----------

WORK EXPERIENCE

Operations Director at Equal Rights Washington

June 2008 to Present

Responsible for day-to-day operations of a state-wide non-profit LGBTQ advocacy organization, including managing content and graphics for website, social networking, email messaging, volunteer management, event planning/management, coordinating with board members for policy, lobbying efforts, fundraising, donor tracking and donor relations while ensuring compliance with local, state and federal reporting regulations.

Business Development Coordinator at JTS Manage Services

November 2006 to May 2008

Worked closely with Senior Management to update and reformat the sales and promotional materials for this construction management services firm. Revised materials included a new mission statement, statement of qualifications, and website. Wrote and formatted standard operating procedures for the firm's financial and marketing departments. Sent out an employee newsletter twice a month. Responded to client Requests for Qualifications/Proposals with bound written reports accompanied by photographs and graphics using Microsoft Publisher.

Production Manager at *European Weekly's Revue du Pacifique / Pazifische Rundschau*

1998 to 2006

- Maintained billing, accounts receivable and accounts payable with Quickbooks.
- Updated databases for mailing lists, marketing and newspaper distribution with Excel.
- Established centrally accessible files on a FTP server to back-up important documents and data.
- Utilized graphic design software to layout a newspaper with French, German and English content.
- Functioned calmly and effectively on deadline, and never missed a deadline.
- Proofread print material prior to publication.
- Screened, interviewed, scheduled and oversaw staff of editors, sales associates, and interns.
- Wrote feature articles and editorial columns for publication.
- Performed customer service for subscribers and advertisers.
- Updated website content regularly using Dreamweaver and HTML.
- Used "track changes" feature on Microsoft Word for version control of submitted and edited articles.

Layout Artist for *The University Rotarian*

2001 to 2006

- Used graphic design software to layout a weekly newsletter for print.
- Utilized Acrobat to distill a version of the newsletter into a PDF for posting to the web.

Temporary worker for Kelly Services and Bostwick Temporary Services

1996 to 1998

- Prepared reports for Aon Consulting, Incorporated.
- Provided high level administrative support for various large organizations such as Starbucks, the Army Corp of Civil Engineers, and the executive director of Washington State Ferries.
- Conducted training seminars on new software for corporate customers of the Bank of America.
- Acted as publicist and event coordinator for an event sponsored by El Centro de la Raza, Seattle

Associate Editor at *Connexions Magazine*, Seattle, WA

Spring 1994 to 1995

- Planned and coordinated content of issue.
- Edited material for publication.
- Wrote features, reviews and op-ed columns

Advertising Sales Representative for *Twist Weekly*, Seattle, WA

Spring 1994

Sold advertising on commission for newspaper.

Medical Records Custodian for Legal Release at Group Health Cooperative of Puget Sound, Seattle, WA 1989 to 1994

Read and screened medical records for confidential information prior to release to attorneys for litigation purposes.

EDUCATION

Bachelors of Science in English / Art Minor, Northern Arizona University, Flagstaff, AZ

Coursework in copy writing, advertising concepts and graphic design, School of Visual Concepts, Seattle, WA

Coursework in Market Research, City University, Seattle, WA

Coursework in Medical Terminology, Medical Transcription, Anatomy & Physiology, Seattle Central Community College, Seattle, WA

Certified Office Technician, Seattle Vocational Institute Seattle, Washington

Certificate: Fundamentals of Technical Writing, Bellevue Community College, Bellevue, Washington

Seattle Lesbian, Gay, Bisexual, Transgender Commission

July 23, 2014

16 members, confirmed by City Council, who serve a term of 2-years*:

- 7 appointed by Mayor, confirmed by City Council
- 7 appointed by City Council
- 1 appointed by the Commission, confirmed by City Council
- 1 Get Engaged Member, appointed by Mayor who *serves a single term of 1-year

D	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	M	Douglas Hamilton		4/30/16	1 st		City Council
2	M	Anthony Olweny	09/30/13	4/30/15	1 st		City Council
2	M	Gilbert Archuleta		4/30/16	1 st		City Council
6	M	Gunner Scott		4/30/15	1 st		City Council
6	F	Susan Snyder	09/30/13	4/30/15	1 st		City Council
		VACANT		4/30/14	1 st		City Council
6	M	Mitch Hunter	09/30/13	4/30/15	1 st		City Council
		VACANT	09/30/13	4/30/15	1 st		Commission
2	F	NaaSira Adeeba	04/30/10	4/30/16	4 th		Mayor
		VACANT		4/30/14	1 st		Mayor
1	F	Sabina Neem	3/22/12	4/30/16	1 st	Co-chair	Mayor
6	M	David W. Howenstine	09/22/12	4/30/16	1 st		Mayor
6	M	VACANT	09/30/13	4/30/15	1 st		Mayor
5	F	Luzviminda (Lulu) Carpenter	09/30/13	4/30/15	1 st		Mayor
6	M	Mac McGregor	09/30/13	4/30/15	2 nd		Mayor
		Joey Hunziker	09/30/13	9/01/14	1 st	Get Engaged	Mayor

Diversity Roster

Diversity Roster

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latino	Native-American	*Other	Caucasian
Mayor	2	3	2	3	1	1	0	0	1	2
Council	5	1	1	2	0	2	0	0	0	4
Commission	0	0	1	0	0	0	0	0	0	0
Get Engaged	1	0		0	0	0	0	0	0	1
Total	8	4	4	5	1	3	0	0	1	7